

**Maryland Department of Housing and Community Development
EMERGENCY SOLUTIONS GRANT PROGRAM**

Federal FY16 and State FY17 Emergency Solutions Grant (ESG) Application Guidance

Applications Due:
June 10, 2016
3:00 PM

The Emergency Solutions Grant (ESG) Program awards Federal and State funds to units of local government within the State of Maryland to provide services to assist individuals and families who are experiencing homelessness or are at risk of homelessness.



Larry Hogan
GOVERNOR

Boyd K. Rutherford
LT. GOVERNOR



Kenneth C. Holt
SECRETARY

Overview

The Maryland Department of Housing and Community Development, Division of Neighborhood Revitalization, administers the Emergency Solutions Grant (ESG) program. Currently available resources include approximately \$2,691,891 in State and Federal funding.

Emergency Solutions Grant program funds are made available in order to assist households experiencing homelessness to quickly regain stability in permanent housing and to prevent households from becoming homeless. This funding will support coordinated community-based activities that are designed to reduce the overall length of homelessness in the community, the number of households that become homeless, and the overall rate of formerly homeless households returning to homelessness. This funding supports shelter, re-housing and prevention activities that are targeted and coordinated with other homeless services providers and homeless prevention providers. The goals of the ESG program include efforts to:

- Reduce the number of individuals/households who become homeless;
- Shorten the length of time an individual or household is homeless;
- Reduce the number of individuals/households that return to homelessness; and
- Provide fixed or short-term rental assistance payments to people at risk of being homeless.

Expected Funding Availability for Federal Fiscal Year (FFY) 2016 (subject to legislative approval)

Name	Source	Amount
Emergency Solutions Grant (FY2016)	Federal - HUD	\$987,891
S-ESG (SFY2017)	Maryland	\$1,704,000
	TOTAL	\$2,691,891

ESG funding will be allocated annually, with each annual grant administered over an 18-month grant period **(October 1, 2016 – March 31, 2018)**. The funding may support efforts to: (1) rapidly re-house homeless individuals and families; (2) engage homeless individuals and families living on the street; (3) provide emergency shelter services for homeless individuals and families, including operating the shelters and providing essential services to shelter residents; (4) prevent families and individuals from becoming homeless; and (5) track information about services provided through a Homeless Management Information Systems (HMIS) database.

Grantee Eligibility

Funds are available to eligible grantees within the State of Maryland. Eligible grantees are defined as general units of local government within the State of Maryland **and** not currently considered ESG Entitlement Areas by the U.S. Department of Housing and Urban Development (non-entitlement) areas, **with one exception**. Jurisdictions within entitlement areas receive funds directly from HUD and are generally ineligible for funding under this Grant Application. **However, general units of local government in both entitlement areas and non-entitlement areas that provide services for Unaccompanied Homeless Youth may submit applications for funding for specific, discrete programs which exclusively serve this population.** The restrictions on eligible jurisdictions are intended to maximize the amount of funding that

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is available for programs and services in Maryland localities, and are not intended to exclude services to any individual or family based upon their last known address. General units of local government may designate local, 501(c)(3) nonprofit organizations current on 990 filings to provide services under this grant, but retain ultimate responsibility for compliance with all Federal and State regulations.

Grantees must comply with program guidelines and applicable state and federal policies and procedures, including compliance with federal and state non-discrimination laws. Grantees must have established standard accounting practices, including internal controls, fiscal accounting procedures, and cost allocation plans.

Federal guidelines limit 60% of the federal ESG allocation to be used for Emergency Shelter and Street Outreach. In addition, federal officials are encouraging increased use of funds for Rapid Re-Housing, and the State of Maryland is prioritizing Rapid Re-Housing in its approach to making homelessness rare, brief, and non-recurring. Each unit of local government in non-entitlement areas is eligible to apply for up to **\$145,000** in funding. The limit for units of local government in entitlement areas is **\$80,000**, exclusively for programs that serve unaccompanied homeless youth.

Match Requirement

ESG awards require a minimum of **50% in matching funds** for the total amount requested. Please note that match requirements may be met at the local government and/or service provider level. Awardees may submit eligible programs or services funded by local and private resources for consideration as a match for federal ESG funding. Match resources are exclusive and may not be used to meet multiple match requirements.

Application Deadline and Format

Applications are due to the Maryland Department of Housing and Community Development by **3:00 p.m. on June 10, 2016. Applicants must submit both:**

- 1)** An electronic copy of the application, sent to NR-ESG.dhcd@maryland.gov
- 2)** One (1) unstapled hard copy should be delivered in a binder, with sections separated by tabs, to:

Maryland Department of Housing and Community Development
Attn: Steve Holt, ESG Project Manager
7800 Harkins Road
Lanham, Maryland 20706

Both the hard copy and electronic applications should match exactly. Failure to submit both applications, complete and matching one another, by the deadline may result in non-funding.

APPLICANT REQUIREMENTS

Eligible Applicants

Applicants must be a unit of local government. Applicants from **entitlement areas** within the State of Maryland (Anne Arundel County, Baltimore City, Baltimore County, Montgomery County, Prince George's County) are limited to submitting requests for funding for **programs that exclusively serve unaccompanied homeless youth**. Funding requests for units of local government within these entitlement areas cannot exceed **\$80,000**.

Applicants from non-entitlement areas within the State of Maryland (all those not listed above) may apply for up to **\$145,000**, with no restrictions on the populations served.

All local government applicants must collaborate with the local Continuum of Care, and should attach a Continuum of Care certification to their application.

Sub-Grantees

Units of local government may sub-grant part or all of their grant amounts to non-profit organizations to provide ESG eligible services. Non-profit organizations must demonstrate collaboration with local homeless provider groups and local mainstream service providers. Sub-grantees are expected to participate in Continuum of Care planning appropriate to the jurisdiction where their ESG activities are located.

Local governments that are awarded ESG funding are required by federal law to perform due diligence in regards to organizational capacity of sub-grantees before making awards to non-profit organizations. Funding decisions for sub-grantee non-profit agencies should be based on an objective process and review of the following information:

1. Organizational structure, operating process, and capacity;
2. The extent to which the organization operates under the authority of a diversified and involved Board of Directors;
3. Professional management;
4. The consistency of the organization's identity or its mission to the provision of homeless services;
5. The extent to which the organization utilizes networks to avoid duplication of housing and services;
6. Participation in appropriate provider groups and local Continuum of Care meetings;
7. Financial resources available to the agency, including unrestricted funding;
8. Organizational financial policy, controls, stability, and capacity, including the presence and accuracy of financial management systems, accounts, funds, reports, and other documentation.

Units of local government will be required to perform monitoring on non-profit sub-grantees and ensure that programs are operating within the requirements and regulations of the ESG program.

Matching Funds

All applicants must provide at least a 50% match of the amount requested. Match can be cash or in-kind. A local government may comply with this requirement by providing the supplemental funds itself, or through

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supplemental funds provided by any sub-grantee. The amount and source of any matching funds or services must be stated in the match budget of the application submitted.

Match can include all ESG eligible funds available or expected to be available to application from local, state and federal agencies, foundations and private contributions, fundraising activities, and fees charged to participants.

In order to meet the matching requirements:

- 1) Matching contributions must meet all requirements that apply to the ESG funds provided by HUD other than the expenditure limits.
- 2) Matching funds (cash and non-cash) must be expended within the ESG contract period.
- 3) Contributions used to match a previous ESG grant may not be used to match subsequent ESG grants – matching funds can only be counted in one year.
- 4) Matching contributions may be obtained from any source, including any federal source as well as state, local and private sources, **other than** ESG program funds **or** funds counted as satisfying another federal grant or award. Additionally, the following requirements apply to matching contributions from a federal source of funds:
 - a. The grantee must ensure the laws governing any funds used as matching contributions do not prohibit those funds from being used to match ESG funds; and
 - b. If ESG funds are used to satisfy the matching requirements of another federal program, then funding from that program may not be used to satisfy the matching requirements of the ESG program.

Matching funds may include the following:

- 1) Cash contributions. Cash expended for allowable costs of the grantee/sub-grantee.
- 2) Non-cash contributions. The value of any real property, equipment, goods or services contributed to the grantee's/sub-grantee's ESG program, provided that if they had been paid for with grant funds, the costs would have been allowable under ESG. Non-cash contributions may also include the purchase value of any donated building.

Administrative Funds

Units of local government are eligible to apply for up to 1% of the grant request in administrative funding. A City / County can apply for administrative funding and can pass some or the entire amount of the administrative funds on to sub-grantees. Non-profits applying should consult the City/County regarding administrative funds available.

Data Collection

ESG applicants providing direct client services must enroll in the Homeless Management Information System (HMIS) (or a comparable database for victim services providers) of their Continuum of Care to be eligible for ESG funds. Grantees / sub-grantees must be in compliance with all requirements set forth by HUD and by the local HMIS lead agency with the exception of victim services providers.

All activities funded under ESG must comply with HUD's standards on participation, data collection, and reporting under a local HMIS (including those victim service providers using a comparable database). All

current or previously funded ESG grantees / sub-grantees are required to be in full compliance with HMIS implementation guidelines at the time of application. New ESG sub-grantees must be in full compliance with HMIS implementation at the time a grant agreement is signed.

Victim service providers are not required to participate in the local HMIS due to confidentiality and safety concerns, but are required to establish a comparable database approved by the HMIS lead agency of the Continuum of Care. Victim services / domestic violence providers must document how they intend to ensure that ESG reporting policies and procedures are in place and followed while ensuring the confidentiality of participants.

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APPLICATION OUTLINE AND INSTRUCTIONS

General Completion Instructions

There are two Word documents available from the Maryland DHCD website: one for local governments (cities/counties) (the “Local Government Application”) and another for non-profit agencies which are providing services (the “Service Provider Application”).

For local governments:

Maryland DHCD will only accept one application per unit of local government, with multiple sub-grantees allowable. Each local government should fill out all of the information required in the “Local Government” application. The local government is responsible for compiling funding requests from selected sub-grantees and coordinating to ensure that the total funding request does not exceed the limits for their jurisdiction (\$145,000 for non-entitlement areas; \$80,000 for entitlement areas). In addition, each local government must certify that their sub-grantees meet the requirements of the ESG program, and that they will perform at least one monitoring and compliance visit to each sub-grantee over the term of the grant period.

The local government is responsible for submitting one application to Maryland DHCD, which includes the “Local Government” application, and all sub-grantee requests covered by the local government.

If a local government is requesting direct funding for any of the five program areas (Street Outreach, Emergency Shelter, Homelessness Prevention, Rapid Re-Housing and HMIS), it should additionally submit a “Service Provider” application for the appropriate program area.

For agencies:

Agencies should complete the “Service Provider” application available from the Maryland DHCD website. Every agency should complete sections I – III (General Information, Agency Information, and Proposal Information). Sections IV – VIII should **only** be completed for **programs for which your agency is applying for funding**. For example, if your agency is applying for Street Outreach funding, but not Emergency Shelter funding, it should complete Section IV, **but not** Section V. Each of the five program areas will be scored separately.

All agencies should complete sections IX and X, including information about matching funds for their total funding request and all necessary applications. Service provider applications should be submitted to the local government, which is responsible for coordinating requests and ensuring that the amount of funding requested by the city / county is within the maximum limits.

EVALUATION OF APPLICATIONS

Overview

Maryland DHCD wants to ensure that the limited pool of funding received is used in the most effective way possible to help organizations provide the necessary services to homeless individuals and families in the state of Maryland. In order to do this, funds will be awarded based on a point scoring system for applications. **Each program component of the application will receive a separate score.** Individual scores by program may be assessed for completeness of the grant application, past performance, procurement of outside resources, extent to which programs result in increased housing stability for clients, organizational development and experience, budgeting and financial reporting, efficient and effective use of HMIS, and other relevant factors. Applications requesting funds for multiple programs may receive funds for one, but not all programs.

Additionally, there are certain conditions which may result in an application being rejected without review. These threshold requirements include, but are not limited to, missing deadlines, incomplete applications, lack of demonstrated need for the activities within the service area or the Continuum of Care, 501(c)3 status for non-profit agencies, and serious, recurrent or outstanding finding of noncompliance. Submission of an application does not guarantee a grantee will receive funds.

Evaluation of Application Details

Individual scores by program may be assessed for:

- 1) Completeness and organization of the grant application;
- 2) Past performance in ESG programs;
- 3) Strength of program design and implementation strategy;
- 4) Extent to which programs result in increased housing stability and permanent housing outcomes for clients;
- 5) Consistency with local need, collaboration with local plans, and service delivery strategies;
- 6) Value of applicant's match contributions (cash and in-kind);
- 7) Demonstrated ability of the agency to move homeless individuals into housing or increase the housing stability of homeless individuals

Additionally, because HUD requirements limit Emergency Shelter and Street Outreach funding to 60% or less of total funding, and because of both a federal and state priority for Rapid Re-Housing and other programs which are demonstrating strong outcomes, program areas may be weighted based on the amount of funding requested within that component. For example, if Emergency Shelter funding requests exceed 60% of total funding, those requests may receive less weight in final funding recommendations.

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GENERAL INFORMATION

2016 ESG Application Timeline

April 6, 2016 – Training session from 9:00 AM to 3:00 PM

MDOT Headquarters
7201 Corporate Center Drive
Hanover, MD 21076

April 7, 2016 – Application available for download on DHCD website

June 10, 2016 – Due date for application and all related materials

August 1, 2016 – Notification of awards

October 1, 2016 – Grant period begins

Contact Information

For questions about the ESG program, the application, or the application process, please contact:

Steve Holt
Maryland Department of Housing and Community Development
ESG Project Manager
(301) 429-7548
stephen.holt@maryland.gov

HUD ESG Resources

For more information about the ESG program, please reference the following sites:

Emergency Solutions Grant Program:
<https://www.hudexchange.info/programs/esg/>

ESG Frequently Asked Questions:
<https://www.hudexchange.info/esg/faqs/>

ESG Program Guides, Tools and Webinars:
<https://www.hudexchange.info/programs/esg/guides/>